



**JAMES CITY COUNTY, VIRGINIA
VENDOR INFORMATION FORM**

**James City County Purchasing Office
101-F Mounts Bay Road, Suite 300
Williamsburg, VA 23185
Phone: (757) 253-6646
Fax: (757) 253-6753**

Company Name: _____

Trading as Name: _____

Email Address: _____ Website: _____

Telephone: _____ FAX: _____

Correspondence
Address: _____

City/State/Zip: _____

Payment
Address: _____

City/State/Zip: _____

Federal Tax ID: _____

If a James City County business, Business License #: _____

Virginia Contractor License # _____

Organization Type (check one): Corporation _____ Partnership _____ Proprietorship _____

Print Name: _____ Title: _____

Signature _____ Date _____

Please refer to the NIGP Commodity List and list the two commodity codes that best describe what your firm can supply.

Commodity Code #1 _____ Commodity Code #2 _____

Commodity Code #3 _____

Additional
Information: _____

Return via mail or fax to the Purchasing Office at the above address.